

Reporting and Delivery of Securities Property

Please note - Virginia requires that security property be reported and delivered in the same asset form as it is held by the rightful owner. A summary of securities delivered by cusip # is required in the report.**

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the Commonwealth. The required evidence depends on the type of security and how it will be delivered to the Commonwealth. Two days prior to delivery, you MUST fax an intent to deliver to our custodian – see instructions below.

All DTC eligible shares MUST be deposited through DTC as follows:

Nominee Name:	DTC Participant # 0954
Old Dominion & Co.	Agent Bank # 26017
FEIN# 75-3121674	Account # AUZF0340702

Register Dividend Reinvestment Plan Shares, Book Entry Shares or Direct Registration Shares as follows:

Nominee Name:	c/o ACS Unclaimed Property Clearinghouse
Old Dominion & Co.	260 Franklin St, 11 th floor
FEIN# 75-3121674	Boston, MA 02110

A confirmation statement showing Old Dominion & Co as the owner of the shares must accompany your Report of Unclaimed Property for your report to be considered complete.

Register and deliver Physical Certificates as follows:

Certificates must be registered as shown below. **A photocopy of the certificate should be delivered with your report and the original certificate sent to our custodian.** Please be advised that certificates registered incorrectly will be returned to you for re-registration and your report will be considered incomplete. **Only one certificate must be delivered for each security position reported.**

Register in Nominee Name:	Deliver Certificates to:
Old Dominion & Co.	ACS Unclaimed Property Clearinghouse
FEIN# 75-3121674	260 Franklin St, 11 th floor
	Boston, MA 02110

For ALL stock remittances, Two days prior to actual delivery:

Fax an intent to deliver list of the securities to ACS Unclaimed Property Clearinghouse at (617)722-9660, attn. Loretta Pengo and to the Division of Unclaimed Property at (804)786-4653, attn. Records/Receipts. An alternate intent to deliver notification method is to e-mail an Excel spreadsheet with the required information to upch.custody@acs-inc.com. The information provided should include cusip numbers, number of shares, issue names and if a physical certificate, a certificate number and registration for each security to be delivered; if a DTC delivery, the delivering party's DTC #; and if a Dividend Reinvestment account and/or DRS account, the account number and TIN for the issuer plus a copy of the statement for each account.

Report securities for owners with the last known addresses outside Virginia directly to the state of the owners' last known address. Virginia will not accept reciprocal reporting of securities.

Worthless Securities - Virginia no longer requires a report for worthless securities. If the security returns to a position of value, it must then be reported based on the last activity date in effect when it would have originally been reported.

MUTUAL FUNDS

When reporting Mutual Funds, please be sure to include the complete Fund name, the FEIN Number, CUSIP Number and the Account Number for the Fund. Please set up the account so the dividends are reinvested, and also interested party statements are sent to:

ACS Unclaimed Property Clearinghouse
260 Franklin Street, 11th Floor
Boston, MA 02110
Attn. Custody Department

Mutual Fund Shares must be delivered to an account with the below registration, and **a statement showing the shares in the State's nominee name (MAC & CO) must accompany your Report of Unclaimed Property for your report to be considered complete.** A copy of the statement should also be faxed to ACS Unclaimed Property Clearinghouse.

Register Mutual Funds as follows:

MAC & CO
Mutual Fund Operation
P O Box 3198
Pittsburgh, PA 15230-3198
Account # AUZF0340702
FEIN 25-1536944

CUSIP numbers are now required for all mutual funds delivered to the Commonwealth.